

# THE HAMPTON BAYS PUBLIC LIBRARY

## MAINTENANCE OF PUBLIC ORDER / PATRON CONDUCT

### I. Purpose

The Hampton Bays Public Library is chartered by the State of New York to meet the educational, informational, cultural, technological and recreational needs of the community it serves. In order to ensure an atmosphere conducive to these purposes, the following rules, regulations and procedures are enacted by the Board of Trustees for the purpose of maintaining public order in the library facilities and grounds by all Library patrons, visitors and employees, in accordance with Section 262 of the Education Law of the State of New York.

### II. Use of Library Facilities

As a condition for the use of Library premises, Library patrons, employees, and visitors who enter upon or remain at the Library facilities, agree that they shall be subject to these rules and regulations. Failure to comply with the same shall constitute grounds for their immediate ejection as a trespasser, suspension of Library borrowing privileges and revocation of rights to enter upon Library premises for up to one year and other action as deemed appropriate by the Library Board of Trustees. The Director or his/her designee is empowered to enforce the rules and regulations promulgated by the Board of Trustees.

### III. Purpose of Use of Library Facilities

The use of Library facilities and entry onto Library premises shall be limited to employees of the Library in the performance of their duties, and patrons and visitors to the Library facilities and offices for Library related purposes such as reading, selecting, returning and borrowing of books and materials, using public computers, conducting business with the Library, and attendance at educational conferences, meetings, programs and concerts authorized or conducted by the Board of Trustees or other Library personnel. Any person who, while lawfully at such Library facilities, causes or attempts to cause physical injury to the person or property of another, or willfully causes or attempts to cause physical damage to books and other Library materials, or enters into unauthorized areas, refuses to comply with the directives of the Library Director or other authorized personnel, willfully disrupts Library functions or programs authorized by Library personnel, damages, alters, mars or defaces Library property, transports illegal drugs, alcoholic beverages, fireworks, firearms, or weapons onto Library premises, shall be deemed to be a trespasser and in violation of these rules and regulations.

No private business, corporation, company, firm, professional, tutor or other entity or person shall be permitted to conduct such business, commercial, profit making, professional or other activity for which a fee is charged or for which compensation is received, on library premises.

The following are regulations governing the **conduct of patrons**, which are designed to provide for the comfort and protection of patrons, staff and visitors coming upon or utilizing the facilities of the Hampton Bays Public Library. Accordingly, the following prohibitions are to be observed and will be enforced by the Director, his/her designee and Library personnel therefore,

**DO NOT:**

- Leave children in fourth grade and below unattended
- Engage in disruptive behavior (interfering with patrons', staff members' or visitors' use of the Library)
- Harass patrons, staff members or visitors on Library property
- Use loud, abusive or threatening language
- Deface, destroy or tamper with Library material, property or equipment
- Loiter, solicit or sleep on Library property
- Skateboard and roller blade on library property
- Put feet on furniture or sit on tables
- Rearrange furniture
- Have bare feet, inappropriate dress or a lack of appropriate hygiene such that patrons are prevented from utilizing the Library
- Use audio equipment without headphones or at a volume level that is audible to others
- Use cell phones outside of designated areas (vestibule or outside)
- Smoke, vape, consume alcohol, partake of controlled substances, attempt to buy or sell any controlled substance or carry weapons inside or outside the library
- Bring food or beverages into the library that do not comply with the food and drink policy.
- Consume food or beverages in computer areas or near copiers, scanners, electronic outlets or other electronic equipment.
- Bring animals into the library unless necessary for assisting the disabled, or if the animal is being trained to assist the disabled
- Distribute leaflets or circulate petitions
- Use cameras, cellphone cameras, recording devices, camcorders, etc. on library premises without prior administrative approval.

If a patron exhibits any other condition or action which in the judgment of the Director disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of patrons, employees or visitors they will be asked to leave.

Failure to follow these regulations and/or the directions of the Library staff will result in your being asked to leave the Library. Library personnel are authorized to contact the appropriate law enforcement agency to ensure compliance.

#### IV. Procedures

1. While the Hampton Bays Public Library facilities are open, the Library Director or his/her designee, in the first instance, shall be responsible for the enforcement of these rules and regulations. Any violation thereof shall be immediately reported to the Library Director or his/her designee who shall thereupon immediately make inquiry of the facts and circumstances, surrounding the complaint, and who may thereupon either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the Library Director or his/her designee, such Library Director or designee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and to sign any information as necessary charging said trespasser with the appropriate violation of the Penal law. The Library Director shall forthwith make a report to the Board of Trustees.

2. When the Library is not open to the public, or when the Library Director or his/her designee is not present, any Library employee in charge, upon observing and being informed of any violation of these rules and regulations, is authorized to make inquiry of the facts and circumstances surrounding the violation and any such employee may either direct the trespasser to cease and desist the violation or vacate the premises. Upon the refusal of such person to obey the directive of the employee, such employee is hereby authorized and directed to make a complaint to the appropriate law enforcement agency and sign any information as necessary charging said violator with the appropriate violation of the Penal Law. Subsequently, such Library employee, at the first opportunity, shall make a written report of the facts and circumstances surrounding the enforcement of these rules and regulations to the Library Director.

3 The Library shall indemnify and save harmless the Library Director, his/her designee, or any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel, or a trustee.

4. In addition to all of the foregoing summary remedies against the trespasser and/or person in violation of law and these rules and regulations, the Library Director may thereafter, in his/her sole discretion, take the following action with respect to the following categories of persons:

a) Library patrons:

Persons qualified for registration as a borrower of library books and materials may have their privileges to use the facilities and/or services suspended for a period not to exceed one year.

b) Library personnel: Employees are subject to the provisions of this policy, applicable portions of the Civil Service Law, New York State "employment law;" the Education Law; and pertinent personnel policies adopted by the Library's Board of Trustees and may be disciplined, censured, suspended without pay or discharged accordingly.

c) Visitors: Said persons may be subject to the revocation of their privilege to enter upon library property for a period not to exceed one year.

The Library Director may, at his/her discretion, notify other agencies of actions taken.

## V. Appeal Procedure

1. Appeals by Library patrons, personnel, and visitors relating to suspension of Library service privileges and/or revocation of their privileges to enter upon Library premises shall be made to the Board of Trustees. Appeals by Library personnel subject to the provisions of the Civil Service Law, Education Law and personnel policies, to the extent relevant, may be made to the Board of Trustee

2. Each person, not an employee of the Library, shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director suspending borrowing privileges or revoking their license to enter upon library premises. The Board of Trustees, or their designee, shall convene a hearing within thirty (30) days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present evidence, testify and cross examine witnesses. Within fourteen (14) days of such hearing, the Board of Trustees shall render a decision in writing.

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– Approved by the Board October 8, 2024